

Role Description



Assistant Head of Faculty

DEPARTMENT/FACULTY	Faculty
REPORTS TO	Principal via Head of Faculty
LOCATION	Senior Campus
TYPE OF EMPLOYMENT	The position of the Assistant Head of Faculty is a full-time maximum term contract for 3 years, renewed for a further 3 years following a successful performance review. The Assistant Head of Faculty will carry a 0.8 FTE teaching load.
INDUSTRIAL INSTRUMENT	Independent Schools NSW/ACT Standards Model (Teachers) Multi-Enterprise Agreement 2021
CLASSIFICATION/GRADE/BAND	Band 2 or 3 plus Leadership Level 2 Allowance

Saint Ignatius' College Riverview was established in 1880 as a Catholic school for boys in the Jesuit tradition. Located within Cammeragal Country, on Sydney's lower north shore, Riverview is a leading independent school, which delivers a holistic education to both day and boarding students from Years 5 to 12.

St Ignatius' College acknowledges the Cammeragal people who are the Traditional Custodians of the land upon which we are privileged to live and educate. We pay our respects to Elders, past and present, and extend that respect to all First Nations people.

ROLE PURPOSE

The Assistant Head of Faculty (AHOF) is a member of their teaching Faculty. The AHOF's role is inspired at all times by the highest Ignatian ideals of AMDG, 'For God's Greater Glory.' Within this context lies the Ignatian concept of Companionship and Collegiality. This relationship was modelled by Ignatius' and his early companions and strives to uphold the virtues of being people for and with others.

Under the leadership of the Head of Faculty, the AHOF participates in the active leadership of the Faculty team within the designated area of responsibility, and in particular aspects of the curriculum and the teaching and learning of the College.

As the leader of a particular area within the Faculty Team, the AHOF has delegated responsibility from the Head of Faculty for the development and articulation of the Faculty philosophy and vision, efficient Faculty operation, and team leadership.

ROLE RESPONSIBILITIES

Climate of excellence

- To assist the Head of Faculty in creating a climate of excellence in student academic performance through the establishment of an effective environment of quality learning, teaching, personal best achievement and collaborative relationships between teachers, students and parents.

Vision

- Collaborate with the Head of Faculty in formulating the development and articulation of a Faculty vision.
- Collaborate with the Head of Faculty in ensuring that the members of the Faculty Team have opportunities to develop an understanding of the vision and promote appropriate implementation strategies.
- Ensure that the College Mission and the Values of the College are effectively integrated within the courses.
- Share the Faculty vision with colleagues on the Faculty Team to ensure that there is consistency with other Faculties, the College Mission and particular policies regarding College curriculum.

Curriculum leadership

- Ensure that all coursework within the Faculty for which the Assistant Head of Faculty is responsible, has appropriate content that is designed to further Ignatian concepts and meet the needs of the students and the requirements of NESAs.
- Ensure that the members of the Faculty Team reporting to the Assistant Head of Faculty, are aware of, and compliant with, all NESAs requirements regarding course specifications, mandatory hours, and accurate record keeping.
- Collaborate with the Head of Faculty, to provide leadership and support to teachers in the development and implementation of a variety of best practice teaching and learning strategies.
- Implement effective practices within the Faculty for the regular monitoring of student progress and academic (teaching and learning) standards within the area of responsibility.
- Provide opportunities for students who fail to meet the assessment criteria within the area of responsibility to renew themselves academically.
- Ensure that all Faculty Team members within the area of responsibility have the opportunity to engage in processes that are designed to regularly monitor the academic progress of each student, and the academic standard being achieved by the Faculty as a whole.
- Collaborate with the Head of Faculty to regularly monitor the academic standards being achieved by students in the Faculty.
- Ensure that student reports reflect syllabus/program outcomes.
- Contribute to the maintenance of a database of information on each boy within the area of responsibility.
- Assist in the compilation of Semester reports of academic achievement in the Faculty.

Staff development and administration

- Collaborate with the Head of Faculty to ensure that all faculty members engage in appropriate professional development activities to keep them abreast of current developments and best practice in the subject.
- Work with each Faculty staff member within the area of responsibility to ensure that they engage in the Teacher Review and Development System and develop and implement their own professional development plan.
- Collaborate with all Faculty teaching staff members within the area of responsibility to ensure that they are adequately supported in regard to the development and application of appropriate classroom teaching and management practices.
- Facilitate regular meetings among Faculty staff within the area of responsibility.
- Ensure that class allocations are effectively managed.

Organisation and planning

- Liaise with the Head of Faculty about the programs, units of work and texts for the year groups.
- Lead team meetings with the year group teachers at regular intervals in order to devise programs and units of work.
- Assist the Head of Faculty in writing the programs. Supply relevant resources for units of work where necessary.
- Collect and evaluate registers from each year group teacher at the conclusion of each term.
- Assist the Head of Faculty in leading team meetings to devise assessment tasks for each unit of work.
- Assist in the writing of the assessment notification sheet and the assessment task and co-ordinate distribution of these to all students through CANVAS.
- Oversee the organisation of CANVAS layout/resources for a designated year area.
- Assist in the management of the distribution of assessment task documents to all students.
- Assist in the administration of each assessment task, including printing of assessment tasks, supplying exam booklets where necessary and distributing them to each class teacher. When assessment tasks have been completed, collate the tasks ready for distribution to markers.
- Liaise with the markers of each task, co-ordinate pilot marking with the year group team and ensure deadlines are met.
- Collate the marks for each assessment task and assist the Head of Faculty with data entry of results into iWise. Carry out data entry and file import process twice yearly for reporting purposes.
- Assist the Head of Faculty in the organisation of any excursions, competitions or other activities relevant to the faculty throughout the year.

Co-curriculum

There is an expectation that all teachers at Riverview will involve themselves in the co-curricular activities offered to students at the College.

The Assistant Head of Faculty:

- Will give time to the College after school and/or at the weekends to fulfil their co-curricular obligations (Sport and/or activity).

- In consultation with the Head of Co-curriculum, and the relevant Master in Charge, plans a consistent, coherent and relevant program in their area of co-curricular activity.
- Provides the appropriate duty of care and supervision to the students in their charge.

THE COLLEGE

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Saint Ignatius' College aims to transform communities by empowering students and teachers to strive for excellence in all pursuits, underpinned by a deepening experience of faith in action.

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As a member of the College Community, you will endeavour to:

- Contribute to the building of positive relationships within the College community.
- Assist in developing effective communication links within the College community.
- Act with professionalism and respect in all activities and duties for the College.
- Contribute to the welcoming atmosphere to those who visit or contact the College.
- Maintain confidentiality in respect of all information relating to the College.
- Support initiatives to grow Christian values and the Jesuit tradition within the College community.
- Give personal witness to Christian values in carrying out daily duties.
- Get involved in the general life of the school and support it formally and informally within and beyond the school.

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Saint Ignatius' College Riverview takes child protection seriously, and as an employee of the College, you are required to meet the behaviour standards outlined in our Safeguarding code of conduct. You will receive a copy of these guidelines/ College's Code of Conduct as part of your induction. You can also access a copy of these guidelines on the College website.

Therefore, as a part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people
- Promote the safety and wellbeing of children and young people to whom we provide services
- Ensure that your interactions with children and young people are positive and safe
- Provide adequate care and supervision of children and young people in your charge
- Act as a positive role model for children and young people
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- Participate in Child Protection training and education as appropriate
- Maintain valid 'working with children' documentation
- Undergo periodic 'national criminal history record' checks
- Report to management any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people.

WORK HEALTH AND SAFETY (WHS)

Actively support and contribute to the maintenance and development of a safe working environment by:

- Identifying and reporting incidents/hazards/injuries (and reacting appropriately to potential hazards).
- Participating in WHS training and education as appropriate.
- Engaging with College policies and procedures around WHS.
- Work safely and report any hazards in accordance with College procedures.
- Monitor and take full care of the health and safety of others.